

**Minutes of the Criminal Justice Information Sharing Executive Committee Meeting**  
**Thursday, March 08, 2007, 1:00 pm CDT**  
**Bureau of Criminal Investigation–Administrative Conference Room**  
**Bismarck, North Dakota 58503**

**Call to Order:** The meeting was called to order by Charles Placek

**Executive Committee Members present:** Charles Placek – DOCR, Deborah Ness – Bismarck PD, Daryl Vance – Watford City PD, Nancy Walz – Information Technology, Sally Holewa – Supreme Court Department, Dave Kleppe, Highway Patrol, Russ Timmreck – State Radio

**Members present:** Pam Schafer, Tina Radenz – CJIS

**Members Absent:** Wade Enget, Mountrail County SA, Jerry Kemmet – BCI, Paul Hendrickson – Griggs County SO

**Others Present:** Cher Thomas, Wesley Coleman

## **Agenda**

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**Topic:** Approve January 11, 2007 Meeting Minutes

**Discussion:**

Motion to approve January 11, 2007, Meeting Minutes by Deborah Ness; Second by Nancy Walz. Unanimous approval.

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**Topic:** CJIS Committee Members

**Discussion:**

ND Sheriff's Association Replacement – Sheriff Pat Heinert – Pam Schafer will follow up as Sheriff Pat Heinert was absent. \* note - Pam sent an email to Sheriff Heinert as a follow-up

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**Topic:** CJIS Staffing

**Discussion:**

Joe Herslip's last day of employment with CJIS was February 21, 2007. The CJIS Architect job posting went out March 4, 2007. The closing date is March 28, 2007. The CJIS Executive recommended Chief Deborah Ness to be included in the hiring committee. Cher Thomas stated the CJIS Executive Committee members that the CJIS Architect hiring committee will also consist of Cher Thomas, Kurt Schmidt, Pam Schafer, Nancy Walz, and Judy Volk. The CJIS Architect posting went out to major North Dakota newspapers, Job Service, ND HRMS website, Attorney General's internal posting, ITD's Website, AITP (Association of Information Technology Professionals), and JISP listserve.

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**Topic:** Review CJIS Program Status

**Discussion:**

Monthly status of the CJIS Hub, LERMS, and STARS statistics was presented. Chuck stated a formal inquire with the Mandan Police Department and Morton County Sheriff's agency need to be solicited for utilizing LERMS one more time as they a new Police Chief should occur in the May timeframe. Pam Schafer stated from an earlier LERMS User Integration meeting in the day, it was inferred that Mandan and Morton County were looking at other solutions.

*CJIS Project Status by Pam Schafer:*

***Local Law Enforcement Integration Project:***

ITD completed the clean up work on the proof of concept project and is doing analysis of the work effort to make LERMS calls for service and case reports available on the production CJIS Hub. Once the schedule for software development has been established, CJIS will be working with the local agencies to lay out a schedule for local agency integration. Kyle Forster, ITD Systems Architect presented the architecture to the CJIS Board. Pam Schafer presented the budget necessary to complete the Local Law Enforcement Integration project and the CJIS Board approved.

## ***Protection Order Integration Project:***

Staff from ITD, CJIS, the Supreme Court, and the Attorney General's Office has conducted project meetings to define the layout of the XML schemas for the integration. Jim Gienger from ESI has been hired by the Courts to do project management. ESI is preparing an overall project schedule in order to manage the work effort of each of the agencies. Status meetings on the Protection Order Integration Project are being held weekly. With the absence of Joe Herslip, Judy Volk has been brought in as the business expert from the Attorney General's Office. Judy has extensive experience in the protection order area. Currently, each agency is working on their specific areas of development. The project is progressing smoothly.

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**Topic:** Disaster Recovery of CJIS Systems.

**Discussion:**

No report from Larry Lee

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**Topic:** Legislation Session – HB1219

**Discussion:**

The committee discussed HB1219 (SAVIN):

- 1) Chuck - HB1219 originally had DOCR listed as the agency responsible for HB1219 and with Chuck working with the Senate Judiciary committee the agency responsible was changed to the CJIS Board in the Senate Judiciary Committee
- 2) Nancy – In representing the CJIS Board, Tom Trenbeath, Deputy Attorney General, has been working with Lois Delmore, HB1219's legislative sponsor, to have the bill amended to have CJIS as technical provider of system and the functional aspect of system to DOCR
- 3) Chuck - The CJIS Board met and determined the SAVIN effort should be a study resolution. This was not an acceptable solution for the bill's sponsor. Therefore, with the support of the CJIS Board, Tom is working with the committee clerk to have the bill amended as a joint effort of CJIS and DOCR
- 4) Chuck - Chief Justice Vandewalle had a meeting with Chuck Placek and the Chief stated his concerns of the role of the CJIS Board and the role of CJIS Board needs further discussion.
- 5) Russ Timmreck suggested a Pert Diagram be done for CJIS's future state
- 6) Nancy stated MTG had done a study and proposed the structure of CJIS.
- 7) Nancy stated the CJIS Board directive is to share data. With SAVIN it is directing Board to provide services to citizens. This is a role that the board is not decided on as a role for CJIS.
- 8) Sally stated concerns that liability concerns if CJIS to take on a functional role.
- 9) Chuck stated this needs to be discussed by the CJIS Board. Currently, ND does not have a good handle on Jail Management. A standardization of jail should happen. Chuck feels the CJIS Board needs to decide the future state as CJIS evolves. An example he used was from a Model T to present day's modern cars, having features that were unheard of years ago.
- 10) Sally – Chief Justice is concerned about the future of CJIS due to the loss of personnel who have been involved with the project since its inception.

1<sup>st</sup> Annual SAVIN Conference - Determine who should attend

✚ CJIS Representative - Pam Schafer, CJIS Director, is registered.

✚ DOCR Representative - It was suggested Chuck Placek or a designee from DOCR represent the SAVIN functional aspect. Motion by Deb Ness and seconded by Nancy Walz for approval; unanimous approval

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**Topic:** Review CJIS Hub Users.

**Discussion:**

Approved one CJIS Hub User and declined one CJIS Hub users.

**Meeting was adjourned at 2:45 p.m.**